COUNTY OF HUMBOLDT

Legislation Details (With Text)

File #:	19-106	**Version:**	1	**Name:**	
Type:	Board Order			**Status:**	Passed
File created:	1/15/2019			**In control:**	Clerk/Recorder
On agenda:	2/5/2019			**Final action:**	2/5/2019
Title:	Advanced Step Appointments in Budget Unit 271 (4/5 Vote Required)				
Sponsors:					
Indexes:	DELETE New Initiatives - Invest in county employees				
Code sections:					
Attachments:	1. Staff Report				

Date	Ver.	Action By	Action	Result
2/5/2019	1	Board of Supervisors	approved	Pass

To: Board of Supervisors

From: Clerk/Recorder

Agenda Section: Consent

SUBJECT:
Advanced Step Appointments in Budget Unit 271 (4/5 Vote Required)

RECOMMENDATION(S):
That the Board of Supervisors:

1. Approve advanced step appointment for Recordable Document Examiner 1 Sandra Saldana (Class 0155, Salary Range 290, Position 04) in Budget Unit 271 to Salary Step “C” effective February 10, 2018; and
2. Approve advanced step appointment for Recordable Document Examiner 1 Katrina Tritten (Class 0155, Salary Range 290, Position 05) in Budget Unit 271 to Salary Step “C” effective February 10, 2018.

SOURCE OF FUNDING:
Recorder’s Budget 271

DISCUSSION:
Sandra Saldana began working in the Recorder’s Office as an extra-help employee on July 10, 2017 then subsequently hired as a permanent employee on April 8, 2018. Ms. Saldana’s past experience working with vital records and maintaining various records management systems through previous employment with Sanders Funeral Home has allowed us to advance her duties and responsibilities at an accelerated pace.

Katrina Tritten has been with the Clerk Recorder's Office since June 18, 2018. Mrs. Tritten's previous experience both as a Legal Secretary for the County of Humboldt and as a Foreclosure Specialist with Security National Servicing Corporation has made her uniquely qualified as a Recordable Document Examiner enabling us to increase her duties and responsibilities within the Department at an accelerated rate.

The Recorder's Office believes these advanced steps to be warranted based on Ms. Saldana and Mrs. Tritten's demonstrated abilities, qualifications, and experience. They are both valuable members of our team and assets to this office and the County of Humboldt.

FINANCIAL IMPACT:
For the remaining Fiscal Year, the benefited cost for FY 2018-2019 would increase a total of $2,035.05 for both step advancements. At mid-year budget review, the Recorder's Office budget (budget unity 1100-271) had an estimated salary savings of $106,825 due to prior reclassifying of positions and vacant positions. Therefore, the Recorder's Office has enough funding in the FY 2018-19 budget to support the recommended action. There will be no impact to the General Fund.

STRATEGIC FRAMEWORK:
This action supports your Board's Strategic Framework by investing in county employees.

OTHER AGENCY INVOLVEMENT:
None

ALTERNATIVES TO STAFF RECOMMENDATIONS:
The Board could deny this request for advanced Salary Step "C" for Sandra Saldana and Katrina Tritten, however this is not recommended as both employees possess unique skills, abilities and experience that warrant such placement.

ATTACHMENTS:
None

PREVIOUS ACTION/REFERRAL:
Board Order No.: NA
Meeting of: NA
File No.: NA